



U.S. Air Force

# MPS NEWS QUARTERLY

www.af.mil  
U.S. AIR FORCE



26 JANUARY 2011

VOLUME 2, ISSUE 1

By TSgt Sawin  
Cust Support Flight Chief

## *New 673d FSS Webpage Coming Soon!*

Currently the People Center, the Military Personnel Section (MPS) is working on a MPS Webpage on the JBER Main Webpage. This webpage will include information tailored to the Customer. It will provide up-to-date information that you will need about Customer Support, Career Development, Force Management, Civilian Personnel and Manpower. You will be able to find it under 673 ABW, 673 MSG, and then 673 FSS.

Please be on the look out for it in February 2011!

## *11E6/7 Test Dates are Out!*

The 2011 WAPS Catalog has a new name - Enlisted Promotions References and Requirements Catalog (EPRRC) effective 2 Aug 2010. Please download a copy of the new catalog from <https://www.omsq.af.mil/>.

For the Professional Development Guide on-line, <https://www.omsq.af.mil/>  
For a Hard Copy PDG dated 1 Jul 2009, please see your First Sgts in your Command Section.

**Reminder:** It is the member's responsibility to know the requirements for Promotion Testing. The EPRRC tells you what your requirements are for the 2011 Promotion Cycle and when your SKT study material should arrive.

Please see Ms. Elane Drake, 552-3966. The schedule is out for the time and locations that Ms. Drake will be visited your Squadron to sign for test dates. Please see your First Sergeants for the schedule.

## *Check your Data Verification Rip (DVR)*

Make sure you take a look at your WAPS 2011 DVR for the upcoming promotion cycle. Make sure you have all your points for TIS, TIG, EPRS, Decorations and the only thing you will have to worry about is putting your head in the Books!

Remember PECD for 11E6/7 is 31 Dec 2010. So decorations and evaluations after that date do not count for this testing cycle.

## *Awards and Decorations*

Located at the People Center, Room. Please bring all supporting documents to have your contingency ribbons updated. TDY orders, completed travel voucher, decoration, copy of your LES during the timeframe of the TDY, and your CAC card.

POC: Ms.Carolynn Sanders and Ms. Megan Cooper @ 552-3841.  
Walk-In Hours are 0730 - 1100, appointments only until 1630.  
Located at the front of the People Center, Room 117.

Questions on specific awards and ribbons:

[http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps\\_site\\_map.php?pid=3350&cid1=3362&cid2=3364](http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps_site_map.php?pid=3350&cid1=3362&cid2=3364)

### **MPS Contact Information**

673 FSS/FSMP  
8517 20th Street Ste 111  
JBER, AK 99506

### **Contact Numbers**

Force Management-552-4893  
Career Development-552-6969  
Customer Service-552-2036  
Base Inprocessing-552-8722

### **MPS CLOSURES**

**Feb 21** - President Washington's Birthday Day  
**May 27 & 30** - Memorial Day Holiday  
Please Mark your Calendars!

### **NEW SRB LIST**

Jan 2011 SRB list is out on the AFPC Webpage:  
<http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>

# FSS: YOU GOT SERVED!!!

JOINT BASE ELMENDORF-RICHARDSON  
SERVING THE LAST FRONTIER

## Force Management - Evaluations, Classifications, Leave

### PT Standards on Evals

\*\*\*\*Effective 1 Jul 2010\*\*\*\*

In accordance with the new fitness AFI 36-2905, members will not be considered "exempt" in the deployed location until their current FA expires (Ref Para 2.12). For Officer and Enlisted Evaluation purposes (Ref AFI 36-2406), if a member fails before deploying and their evaluation closes out after the deployment starts, member will be marked "DOES NOT MEET STANDARDS" on the EPR/OPR. If they pass, they will be marked "MEETS STANDARDS" on the EPR/OPR. The only time "exempt" should be marked is if their current FA "expires" and they are in a deployed location where testing is not offered and the deployed commander has granted an exemption.

### Assignment Management System (AMS)

You can update your assignments through the AF Portal, select AMS. Request higher access to pull AMS Career Briefs/Surfs at the unit/group/wing level. Under AMS, Personnel Information, Request Higher Access. Approval by AFPC only. Under AMS, Personnel Information, Request Higher Access. Approval by AFPC only.

### SNCO Promotion Board and WAPS Promotion Testing Schedule

31 Jan - 18 Feb 11	SMSgt (11E8) Central Evaluation Board
1 Feb - 31 Mar 11	TSgt (11E6) & MSgt (11E7) Testing Cycle
1 May - 15 Jun 11	SSgt (11E5) Testing Cycle

### Successive Leave...

If caught you will be charged! Successive leave is leave that is taken on a Friday, stops for the weekend, then restarts the following Monday. IAW AFI 36-3003, para 6.1.7 & 6.1.10, Leave must be charged duty days and non-duty days (for example, Friday through Monday) days. When members take leave on the day before and the day after non-duty. Exceptions to this rule, please reference AFI 36-3003 or contact Force Management 552-4893 for additional guidance.

### Hours of Operation:

Walk-In Hours 0730—1100  
By Appointment Only After 1100  
Sign-In Location: Room 111A  
Contact # 552-4893

### REMINDER for BLSDM POCs

Please assign EPRs & OPRs that are final/ready for the MPF to 673 Force Management mailbox in EMS and not specific individuals. For BLSDM access please contact SSgt Joi Garner by email or at the contact number above.

## Career Development - Assignments, DEROS Requests

### OS Assignment Cycle

Cycle window for EQUAL Overseas Listing for DEROS of Jul 2011 - Sep 2011 is closed.

Next Overseas Listing:  
**Oct 2011 - Dec 2011** will be advertised on **02 Feb 2011**.

### CONUS Assignment Cycle

Cycle window for EQUAL Overseas Returnee/CONUS Mandatory Movers Listing: May 2011 - Jul 2011 is closed.

Next Overseas Returnee/CONUS Mandatory Movers Listing: **Aug 2011 - Oct 2011** will be advertised on **13 Apr 2011**.

### PCS Order Matrix

Below is the matrix of when authorized PCS Orders are issued.

<u>DEROS</u>	<u>Publish Orders</u>
JAN	NET OCT
FEB	NET NOV
MAR	NET DEC
APR	NET JAN
MAY	NET FEB
JUN	NET MAR
JUL	NET APR
AUG	NET MAY
SEP	NET JUN
OCT	NET JUL
NOV	NET AUG
DEC	NET SEP

### Final Out Briefings

Final out briefings are conducted at 0900, members must be in uniform to outprocess, and members must depart Elmendorf within 48 hours. To schedule your Final Out processing briefing, please contact our office via email: [3fsscareddevelopment@elmendorf.af.mil](mailto:3fsscareddevelopment@elmendorf.af.mil) or on global 673 FSS Career Development Mailbox not earlier than 3 weeks prior to your scheduled departure date. Please attach airline reservations, ferry reservations, or state that you are driving your POV.

### Final out Briefings for Jan:

3, 5, 7, 10, 12, 14, 17, 18, 21, 24, 26, 28 and 31 Jan 2011.

### Final out Briefings for Feb:

2, 4, 7, 9, 11, 14, 16, 18, 21, 23, 25, and 28 Feb 2011.

### Final out Briefings for Mar:

2, 4, 7, 9, 11, 14, 16, 18, 21, 23, 25, 28, and 30 Mar 2011.

POC: Ms. Suzanne Crossen @ 552-1362.

### Assignment Information:

[http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps\\_site\\_map.php?pid=3350&cid1=3355&cid2=3356](http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps_site_map.php?pid=3350&cid1=3355&cid2=3356)

### DEROS Extension Request

The current DEROS Forecast cycle is for those with a DEROS of Jan/Feb/Mar 2012 began on 1 Jan 2011. This cycle ends on 28 Feb 2011. Individuals in the next Forecast cycle should receive their Option rips Jan 2011, there are due 1 Feb 2011. If you have not received your DEROS Option Rip please contact Career Development ASAP by emailing the below POC: SSgt Jessica MacKenney or TSgt Theresa Lewis

### Automated Assignment Notification Process

Effective 21 Jan 2011

Assignment notification will begin when AFPC loads an assignment in the Military Personnel Data System (MilPDS). The assignment action triggers the virtual Military Personnel Flight (vMPF) application to send an e-mail to the Airman's e-mail addresses in MilPDS and vMPF. This includes the e-mail for life (E4L) address listed in MilPDS. The e-mail notifies Airmen of the assignment selection (without assignment details) and directs them to access the vMPF within seven calendar days to acknowledge receipt. Upon accessing the vMPF, the Airman is automatically directed to the official assignment notification page that provides assignment details. This action automatically updates MilPDS with the official assignment notification date.

For more information on this new procedure please take a look at vMPF on outprocessing.

### Hours of Operation:

Walk-In Hours 0730—1100  
By Appointment Only After 1100  
Sign-In Location: Room 111E  
Contact # 552-1362

**Rated Officer Training School Board Canceled**

As part of the Air Force Management Program, AF Recruiting Service is cancelling the Jan 2011 Rated Officer Training School board and possibly future boards until further notice. The OTS board cancellations are not permanent and selection boards will be forthcoming. I recommend that you stay in contact with your Education Counselor and stay tuned to [www.rs.af.mil](http://www.rs.af.mil) for more information or contact [AFRSOTS@randolph.af.mil](mailto:AFRSOTS@randolph.af.mil) for questions.

**REENLISTMENTS**

All increases and additions will be effective 3 Jan 11. All decreases and deletions will be effective 2 Feb 11. Amn who are eligible for re-enlistment and are affected by decreases or removals must re-enlist before 1 Feb 11 to receive the previously approved bonus. Any re-enlistment or extension of any length, executed prior to the release of the USAF/A1 message are valid and will remain firm. No provisions will be authorized to grandfather any re-enlistment or extension under this new guidance. If you have question regarding this program, please contact SSgt Tacy at 552-8594

**Customer Service - ID Cards, LODs, BAS, SGLI, Passports****ID Cards - On-line Appts**

You can now go on-line and make an ID Card appt for you or a family member to include all MPS Customer Support items. Please visit our website: <https://673fssidcards.acuityscheduling.com>

**MY ID IS NOT WORKING**

Make sure you publish your certificates to the GAL. When you inprocess at JBER they will walk you step by step in their computer lab. If it states your CERTS could not be verified that is a COM issue. Please see you unit CSA or NCC at 552-2666.

**PRDA**

Personnel Records Display Application (PRDA). This system took the place of ARMS. To review your records please login to AF Portal select PRDA. For more information, search PRDA at: <http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>

**TRICARE Dependent Medical Coverage Extended to Age 26**

<http://www.tricare.mil/tya/>

The recently-signed National Defense Authorization Act for fiscal year 2011 includes a provision to extend premium-based health coverage to eligible dependent children until age 26, similar to the provision in the 2010 Patient Protection and Affordable Care Act.

**TRICARE Young Adult Program**

The new program, TRICARE Young Adult, will be available to eligible dependents who age out of TRICARE at age 21 (or 23, if full-time college students) who are not married or eligible for their own employer-sponsored coverage.

TRICARE is fast-tracking implementation. Beginning later this spring, qualified, unmarried dependents up to age 26 will be able to purchase TRICARE coverage on a month-to-month basis.

Upon implementation later this spring, eligible dependents will have an option to purchase TRICARE Standard/Extra health coverage on a month-to-month basis.

Those who are eligible to purchase coverage should save their receipts after the first of the year, as the benefit will be retroactive to January 1, 2011, provided premiums are also paid back to January 1. After purchasing coverage, enrollees will be issued a new ID card as verification.

Discussions are currently underway on how TRICARE Prime will be affected by this legislation, Article in Base Newspaper.

**11E8 Promotion Board and File Freeze**

This message is to remind Military Personnel Sections that the 11E8 promotion board will convene 31 January - 18 February 2011. AFPC enlisted promotions office will freeze the promotion file effective 26 Jan 2011. Any data that is updated in MilPDS after 25 Jan 2011 for the 11E8 promotion cycle will not reflect on the member's Data Verification Rip (DVR). If an individual's eligibility status changes or an update is required to a member's DVR after 25 Jan, the MPS must contact our office via email at [afpc.dpsoe@randolph.af.mil](mailto:afpc.dpsoe@randolph.af.mil) Please ensure widest dissemination of this reminder, as accuracy of member's DVR/eligibility is vital to promotion consideration. MPS may refer questions to Enlisted Promotions, HQ AFPC/DPSOE at DSN 665-2362. POC: SSgt Lindsay Matthews

**Hours of Operation:**

Walk-In Hours 0730—1100  
By Appointment Only After 1100  
Sign-In Location: Room 111E  
Contact Number# 552-6969

**Passports for Non-Essential**

For the squadrons that deploy at a moments notice and need group passports completed. Please see your UDMs for the information to complete an application.

We are currently taking completed applications every Friday @ 1000 at the People Center, Room 118.

Questions or concerns, please contact your UDMs for what you need to bring with you at your appt.

POC: TSgt Rebecca Sawin, Skye Mahosky, SrA Christopher Pace

**SGLI and FSGLI**

Effective 1 Dec 2010, there is a new form for SGLI, please follow directions on the back of the SGLV8286 and SGLV8286A and bring the complete form to Customer Support to process into PRDA.

Family SGLI is automatic unless declined on a SGLV8286A.

Your spouse is covered up to 100,000 and your children are 10,000 per child.

That includes MIL to MIL.

If you do not have SGLI, you can not have Family SGLI.

For information on SGLI: <http://www.insurance.va.gov/sgliSite/SGLI/SGLI.htm>

**Hours of Operation:**

Walk-In Hours 0730 - 1500  
Weds Open until 1630  
Appt Line: 552-2036 & On-line  
Sign-In Location: Room 111



**No More SSANS on CAC**

Finally, DOD has decided to remove social security numbers from military identification cards, as an aid to combat identity theft. The first phase involves the removal of Social Security numbers from dependent IDs, which began January 1.

Phase two will begin the process of removing printed social security numbers from all cards including military and retired cardholders and is scheduled to begin by the end of calendar year 2009. The third and final phase will be implemented at the end of calendar year 2012 and involves the removal of imbedded Social Security numbers contained within the cards' barcodes.

The DOD has said all ID card holders should wait until their cards are in need of renewal before replacing their cards with ones devoid of a Social Security number. The DOD has instructed retirees with indefinite expiration dates on their cards that they may begin having their cards replaced starting in June or July 2011.

**Basic Allowance for Subsistence (BAS)**

**REFERENCES: DoDFMR, Volume 7A, Chapter 25, Subsistence Allowances and AFMAN 65-116V2 Chapter 6, Defense Joint Military Pay System (DJMS) Unit Procedures Excluding FSO**

Air Force members entitled to basic pay are entitled to Basic Allowance for Subsistence (BAS); except as otherwise provided by law. BAS is meant to offset costs for a member's meals. If you live in the dorms and you are a shiftworker, please see your First Sgt about receiving BAS, you can get the AF Form 220 at inprocessing or from your CSS.

Member:

1. Complete the AF Form 220, have your Unit Commander Sign for authorization.
2. Bring to MPS, Customer Support for Processing
3. Sign for Form into the BAS Log Book

Please allow 2-5 Weeks to Process, these are the channels for processing your BAS form through: Accounting, MSG, and Finance  
Please allow 2 pay periods prior to calling the Customer Support Line

POC: SrA Christopher Pace

\*\*\*\*Soon you will be able to check on the status of your BAS form on our new Webpage.\*\*\*\*

**Hours of Operation:**

Walk-In Hours 0730 - 1500

Weds Open until 1630

Appt Line: 552-2036 & On-line

Sign-In Location: Room 111

**Airman Warrior Orientation Center (Base Inprocessing Relocated to the MPS)**

**Hours of Operation:**

Appt Hours 1200 - 1430 M - F

Contact: 552-8722

Sign-In Location: Room 118

Office Location: Room 111

**Base Inprocessing**

Base Inprocessing Office has relocated to the People Center.

Please see your Unit Program Coordinator (UPC) in your Command Section.

**Agent Cards**

An agent card is issued to approved individuals for the following reasons:

(1) Caring for dependent children of an Active Duty member who will be off-island (TDY, permissive TDY, illness in the family, FTX, etc.).

NOTE: If a sponsor is PCSing and leaving children behind with a relative for their own convenience, an agent card will not be used. The child must be living with the sponsor to receive privileges.

(2) Assisting a retired member, a retired member's spouse, or a widowed spouse with shopping due to severe illness or disability.

b. Procedures for Obtaining an Agent Card, please contact Ms. Michelle Gordon at 384-6945, 673d FSS/UPC.

**MPS Mission Statement:**

*The strategic advisor for military personnel policies and programs. The mission of the MPS is to provide quality personnel support in both peacetime and wartime to commanders, Air Force members and their families.*

On 8 Feb 2011, (email will be sent to your Unit when changed officially) Base Inprocessing will be held M-F at 1200 in Room 118 at the People Center, bldg 8517 to include TMO and Finance. Please bring your outprocessing package from your last duty assignment.

You will then be scheduled for JBER Orientation which use to be called AWOC. MFRC will conduct the briefing at Artic Warrior Orientation Center (AWOC) on Tuesdays, 7153 Fighter Drive, bldg 7153.

**Passports for OS Assignments**

Official/no-fee passports are required for dependents to PCS with their sponsor to overseas locations. In some instances a visa is also required.

No-fee passport processing currently takes about 6 - 8 weeks and visa processing can take 3 weeks or more. If you are headed overseas and need to obtain no-fee passports for your dependents, please contact Ms. Crossen at 552-1362 for instructions.

If you have an assignment back to the CONUS and are driving through Canada, all dependents age 16 and older must have a passport (either official/no-fee or regular/tourist). If you need to process passports to get through Canada.

For Conus PCS passports please visit our website <https://673fssidcards.acuityscheduling.com>